



CITY OF NEWTON PLANNING DEPARTMENT  
P.O. BOX 550/401 NORTH MAIN AVENUE  
828-695-4305/828-465-7412—FAX  
**ZONING CLEARANCE PERMIT**

Permit # **05--**\_\_\_\_\_

Owner: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-911 Address: \_\_\_\_\_ ( ) New ( ) Existing

PIN: \_\_\_\_\_ Zoning District \_\_\_\_\_

Flood Plain ( ) Yes ( ) No Census Tract #: \_\_\_\_\_

(If Yes, Requires As Built Survey Upon Completion)

( ) N/A Amount of Area Disturbed \_\_\_\_\_ Permit Required: Grading \_\_\_\_\_ Erosion Control \_\_\_\_\_

**TYPE OF PERMIT NEEDED:**

( ) New construction ( ) Sign ( ) Mobile home ( ) Remodel ( ) Accessory  
( ) Addition/alteration ( ) Service Change ( ) Structure Moving ( ) Demolition

Description of work: \_\_\_\_\_

ESTIMATED COST: \$ \_\_\_\_\_

**TYPE OF USE:**

( ) Single-Family Residential ( ) Commercial ( ) Assembly (Must be approved by Fire Dept)  
( ) Multi-Family Residential ( ) Industrial ( ) Non-Profit/Governmental

**UTILITY SERVICE:** ( ) N/A

Electricity: ( ) City of Newton ( ) Duke Power  
Water: ( ) City of Newton ( ) Well  
Sewer: ( ) City of Newton ( ) Septic Tank

**Driveway Permit Required** ( ) Yes ( ) No

Driveway Permit Approved: Date: \_\_\_\_\_

**REQUIRED SETBACKS:**

( ) N/A

**Setback Inspection Date/By**

Front: \_\_\_\_\_  
Side: \_\_\_\_\_  
Side street: \_\_\_\_\_  
Rear: \_\_\_\_\_

I do hereby certify that the foregoing statements are accurate and correct to the best of my understanding and knowledge and that I agree to conform to all City Ordinances and Laws of the State of North Carolina regulating such work and any plans or specifications submitted. With my signature below I assume responsibility for all errors and omissions of the information provided on this application together with any plans and/or other documents associated with the issuance of this Permit by the City of Newton.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Authority of Applicant: ( ) Owner ( ) Contractor ( ) Agent ( ) Other: \_\_\_\_\_

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Signature of Approving Authority

Permit fee: ( ) \$10.00 ( ) \$15.00 ( ) \$20.00 ( ) \$25.00 ( ) \$30.00 ( ) \$35.00 ( ) \$40.00 ( ) \$45.00 ( ) \$60.00

Receipt # \_\_\_\_\_ Date Fee Paid \_\_\_\_\_

( ) I hereby request that a vested right be granted upon approval of this Zoning Clearance Permit in accordance with NCGS 160A-385.1.

**THIS PERMIT EXPIRES IN SIX MONTHS OR AFTER A ONE YEAR LAPSE IN WORK**

**ZONING CLEARANCE PERMIT REQUIREMENTS  
FOR ALL NEW CONSTRUCTION, ADDITIONS, AND MOBILE HOMES  
CITY OF NEWTON PLANNING DEPARTMENT**

**PRIOR TO THE ISSUANCE OF A ZONING CLEARANCE PERMIT, THE FOLLOWING INFORMATION MUST BE SUBMITTED FOR REVIEW TO ENSURE COMPLIANCE WITH THE ZONING ORDINANCE. PLEASE FOLLOW THESE GUIDELINES CAREFULLY WHEN SUBMITTING PLANS.**

**FOR ALL NEW NON-RESIDENTIAL, SINGLE FAMILY, TWO FAMILY, AND MULTI-FAMILY DEVELOPMENT, A SURVEY IS REQUIRED AS DESCRIBED BELOW UNDER ITEM 1. IN ALL OTHER CASES (ADDITIONS, ACCESSORY STRUCTURES, SIGN PERMITS ETC.) A SURVEY IS REQUIRED AS DESCRIBED BELOW UNDER ITEM 1, UNLESS STAFF WAIVES THE REQUIREMENT BASED UPON A FINDING THAT COMPLIANCE CAN BE VERIFIED BY INFORMATION PROVIDED BY THE APPLICANT OTHER THAN A SURVEY.**

- 1. A SURVEY DRAWN TO ENGINEER SCALE (1:10, 1:20, 1:30, 1:40, 1:50, 1:60) INCLUDED WITH:**
  - Catawba County Parcel ID Number.
  - Lot shape, property line dimensions and lot size in square feet or acres.
  - Location of all existing structures on the lot relative to property lines; including overhangs, porches and steps that must be within setbacks.
  - Location of proposed excavation, grading, filling, construction, or structure placement on the lot.
  - Dimensions and total square footage of the dwelling or addition.
  - **Location of flood plain on any portion of the lot and elevation of the lowest finished floor for habitation.**
  - Location of proposed thoroughfare on any portion of the lot.
  - Location of water lines, sewer lines, gas lines, electric lines, or storm drains and any related easements across the lot.
  - Location of railroad or other rights-of-way across the lot.
  - Indication of where utility taps and service connections are to be made.
- 2.** Must supply the City of Newton Planning Department with **three (3) complete sets** of plans of the construction site, including floor plans, plumbing, electrical, HVAC, and Fire Protection (except for single- family residential construction, manufactured homes, and two-family residential construction).
- 3. ZONING CLEARANCE PERMITS ARE NOT ISSUED ON DEMAND.** Our objective is to issue a zoning permit within 7 working days of receipt of **three (3) complete sets** of plans. The Planning Department does not prepare nor provide facilities for the preparation of surveys or site plans. Incomplete plans will result in delays.
- 4.** In addition to the Zoning Clearance Permit from the City, you will need to obtain a building permit from Catawba County Building Inspections. The Catawba County Bldg. Inspection telephone number is 828-465-8399
- 5. PLEASE CONTACT OUR OFFICE TO HAVE THE FOLLOWING INSPECTIONS COMPLETED:**
  - **A. BEFORE THE FOOTINGS ARE POURED TO CHECK FOR PROPER SETBACKS.**
  - **B. AT THE COMPLETION OF THE CONSTRUCTION. CONSTRUCTION MUST BE CHECKED FOR PARKING, LANDSCAPING, AND OTHER ZONING CODES. THIS MUST BE COMPLETED BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED. (NO PERMANENT UTILITIES WILL BE TURNED ON IF THESE INSPECTIONS ARE NOT COMPLETED).**
- 6.** If you are being serviced by the City of Newton with electrical service, you must obtain the electrical meter base from the City of Newton Public Works Department. This meter base is supplied without charge. Call 828-465-7460 for assistance.
- 7.** Any commercial, multi-family, institutional, or industrial facility will be required to notify the City of Newton Planning Department upon completion of inspection by the Catawba County Building Inspections office and the Newton Fire Department before a Certificate of Occupancy can be issued by the County. A Certificate of Occupancy is not required for Residences.

**If the site requires City electric, water or sewer taps, you must contact Customer Service at 828-465-7400.**